



Forensic Services Division Manager

Job Code: 2024

Originated: 06/2002

Salary Grade: 2163

FLSA: Exempt

Revised: 12/2005

EEO Code: 21

Supervisory: Yes

HR Ordinance Status: Unclassified

CLASS SUMMARY

The fundamental reason this position exists is to provide administrative management to the Forensic Services Division and serve as the Crime Laboratory Manager. This position performs highly skilled professional level work involving the application of forensic science and criminalistics techniques and methodologies.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone management classification performing responsibilities under general direction from the Administrative Services Bureau Director. This classification has subordinate supervisors reporting to it as well Criminalist.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Technical advisor concerning all forensic matters within the Police Department.
- Performs leadership functions in planning, organizing and directing the work of Forensic Services Division personnel.
- Selects, trains, evaluates and supervises staff within the Criminalistics Unit and oversees the supervision of the Crime Scene, Property and Evidence and the Identification Services Units.
- Observes and reviews the work of staff to ensure conformance with established procedures and safety standards. Develops and administers laboratory and division rules, policies, procedures and protocol. Directs individual accomplishment towards organizational objectives.
- Assists staff in resolving difficult technical or procedural obstacles encountered during the research, development or administrative process.
- Acts as department liaison with all organizations having forensic related interest.
- Organizes and directs operations in forensics, including projects, policy interpretations, and administrative procedures.
- Assists with and administers the division budget. Orders and performs physical inventories of laboratory equipment and supplies.

- Determines compliance with prescribed operating and safety standards. Oversees the training and monitoring of employees on safety procedures and correct use of equipment and chemicals. Ensures all forensic programs and analyses are in compliance with federal, state, and City regulations.
- Makes chemical and physical analyses and microscopic examinations in the identification and comparison of physical evidence. Conducts instrument testing on tissues, stains, fluids, fibers, minute particles and other physical evidence.
- Prepares detailed and technical written reports and statistical data. Effectively prepares, presents, comprehends and makes inferences from complex reports, both orally and in writing. Develops measures, procedures, rules, and methodologies.
- Renders scientific and technical support in criminal and administrative investigations. Testifies in court as an expert witness. Occasionally responds to crime scenes to assist in the proper application of forensic procedures.
- Directs and conducts research. Approves research projects of all laboratory employees.
- Listens, communicates and deals effectively with subordinate staff, co-workers, police management, and the general public.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Modern principles and practices of management and leadership theory.

Budgetary procedures, personnel and management regulation and standards.

Modern principles and practices of criminal investigation.

Modern principles and practices underlying the development of a modern crime laboratory program.

Laws pertaining to the collection, preservation, analysis, and presentation of physical evidence.

Microscopy and wet chemistry methodologies.

The principles, methods, materials, and techniques of chemistry, biochemistry, microbiology, criminalistics and photography as related to forensic science and criminalistics.

The rules of evidence, criminal procedure, courtroom procedure and testimony.

ASCLD/LAB accreditation requirements.

Ability to:

Understand the operation of a variety of forensic laboratory instrumentation such as gas chromatograph/mass spectrophotometer; microscope, infrared spectrophotometer/ATR and other standard laboratory equipment and calibrated instruments, as well as wet chemistry methods.

Communicate orally and in writing. Read, comprehend and interpret written material.

Observe, compare or monitor objects, data, and people's behavior to determine compliance with prescribed operating and safety standards.
Work cooperatively with other City employees.
Work safely without presenting a direct threat to self or others.
Operate computer terminal, a variety of software, and other equipment essential to performing daily activities.

Education and Experience

A Bachelor's degree in Chemistry or a related natural science is required and seven years recent and progressive responsible experience in a crime laboratory involving detailed laboratory analysis. Five years of supervisor experience within a forensic crime laboratory setting. Understanding the operations of Property and Evidence, Crime Scene and Fingerprint Identification Units is essential.

Licensing and Other Requirements

Operate a motor vehicle requiring a valid standard Arizona driver's license with no major driving citations in the last 39 months.
Certification as an inspector from the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) as an ASCLD/LAB-ISO Assessor.

SUPERVISION RECEIVED AND EXERCISED

Directly supervises employees and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

Three subordinate supervisors report to this position – Property/Evidence Manager, Crime Scene Specialist Supervisor and Identification Services Supervisor as well as Criminalist I, II and III's and a Secretary.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifts and moves evidence weighing up to 25 lbs; exposure to various chemicals and powders; sits approximately 60%, walks approximately 15%, and stands approximately 25% of workday; operates a variety of standard office equipment, which requires continuous and repetitive eye, arm or hand movements; and visually distinguishes the full range of the color spectrum in order to perform testing of drugs and body fluids.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.